



St Edward's

SENIOR & SIXTH FORM

Admissions Policy

This Policy was approved by the <i>Trustees</i> :	<i>Autumn 2021</i>
The implementation of this policy will be monitored by the:	<i>SLT & Education Committee</i>
Monitoring will take place:	<i>Annually or as appropriate</i>
This Policy will be reviewed annually by the Principal, or more regularly in the light of any significant new developments. The next anticipated review date will be:	<i>Autumn 2022</i>
THIS POLICY APPLIES TO THE SENIOR SCHOOL & IS POSTED ON THE SCHOOL WEBSITE	

Aims

- To give the students and parents as much information as possible about the entrance requirements and standards.
- To provide information about the admission process.
- To make each student's transition to the School smooth and successful so that they are happy and settle quickly and that a lasting effective partnership is established with parents.

We wish for students to thrive within the nurturing ethos at St Edward's and be able to access the curriculum provided and be independent learners and therefore able to make progress in line with their potential.

Admission to the Schools shall be open to those children who reach the required standard of academic achievement and who possess a range of qualities to gain the maximum benefit from the curriculum and extra-curricular opportunities available. The selection criteria are applied equally to all prospective pupils. Children from St Edward's Preparatory School must sit the Entrance Test and complete the admissions process. Priority of places in the School shall be given to those children who are baptized Catholics and / or who have siblings in the School.

Implementation and Procedures

- Prospective parents who make enquiries are furnished with a prospectus and other relevant material and are invited to contact the Admissions Manager for an appointment to view the School and to meet the Principal.
- Upon receipt of a completed Application Form and a non-returnable Registration Fee of £75, the prospective pupil will be invited in for assessment which is age appropriate (see below).

- Prospective pupils will be invited to experience a taster day although given current Covid restrictions this is not possible at this time given health and safety guidelines at this time.
- The Admissions Manager will contact the pupil's current school for a school reference, once parents have completed the registration process.
- Places are offered to candidates who are successful in the entrance assessment and who have a satisfactory school reference and have attended a family interview with the Principal
- Interviews will not normally be held, but the School may wish to interview borderline candidates whose particular circumstances warrant it.
- Offers are made in writing by the Principal or the Admissions Manager acting on his behalf.
- Parents are required to complete and return the Acceptance Form (signed by both parents/guardian or those taking responsibility for the payment of fees), and a deposit is required to secure the place.
- The deposit is repaid without interest when the child leaves the School, once all financial matters have been settled.
- Upon acceptance of the place, parents are provided with a Parents' Information Booklet which contains all the relevant information for entry.
- In the case of a child who is of borderline (or below) academic performance, the School may make it a condition of acceptance that parents' consent to Individual Learning tuition (for which there is an additional charge). It is vital that all information around current provision, support and diagnosis is included in the registration form
- In the case of a child for whom English is not their first language, additional tuition in English as an Additional Language may be required (for which there is an additional charge). If a child has an IELTS score of 7 or above (or equivalent) their language ability should be such that specialist EAL tuition is not required. Below this level however, the pupil would be expected to have EAL specialist tuition (which would be charged supplemental to the fees) in order to be able to successfully access the curriculum.

The Admission Register

- This is held on the School's Management System and contains for each pupil:
 - the full name, sex;
 - day, month and year of birth;
 - name and address of every person known to be a parent of the pupil (and an indication of which parent the pupil normally lives with, and which parents hold parental responsibility (as defined by Section 3 Children Act 19189) at least one telephone number at which the parent/guardian can be contacted in an emergency;
 - address of new or additional place(s) of residence of child, and date child began to reside there
 - full name of the parent the pupil lives with
 - mention of any medical condition and special educational needs;
 - day, month and year of admission or re-admission to the School;
 - name and address of last school attended;
 - name of destination school
 - start date at destination school
- The name of the pupil has to be included in the School Register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year.

Notification to Local Authority

- The School will notify the Local Authority when a pupil joins the School or leaves the School at non-standard transition points or if the child is leaving to be home educated, certified medically unfit to attend, the family has moved away or has been permanently excluded
- The School, via Office Manager will notify the Local Authority when a pupil fails to attend School regularly or is absent without leave for 10 continuous school days also informing the Pastoral and Achievement coordinator.

General Information Relating to:

Admission to Years 7 to 9

- The School aims to admit three forms of entry into each Year Group from Years 7 to 9. These pupils are divided into 3 Tutor Groups.
- The School reserves the right to deliver its curriculum in different groupings depending on what is considered to be most effective, depending on the nature of the cohort and staffing resources.

Admission to Year 10

- The School aims to admit typically three forms of entry into Year 10.
- Pupils are placed in performance groups in Mathematics and English, but other subjects are normally of mixed ability unless performance is possible within the option block system.

Admission to Sixth Form

- The normal entry requirement for the Sixth Form is 5 GCSE passes at Level 4/5 or above, including Mathematics and English, with normally a Level 6 minimum in subjects to be studied at A Level. For some subjects, such as the Science or Mathematics we strongly recommend Level 7 as a minimum.
- Places are offered to external applicants on the basis of an interview, a satisfactory school reference and are conditional on their achieving the above academic requirements who then inform the school of their actual results in August.

Entrance Assessments

- All entrants must show that they have sufficient academic potential to access the school's curriculum and are likely to be able to achieve a minimum of five GCSEs at Level 4/5 or above.
- Applicants for Years 7 take written papers in English, Mathematics and Non-Verbal Reasoning. Other occasional entrants in Year 8-9 take a computer-based test 'CEM Select Evaluate' an adaptive test produced by the University of Durham.
- Applicants to Year 10 usually take age-appropriate assessments in English and Mathematics.
- Where students are not following GCSE courses prior to Sixth Form, appropriate examination papers (in addition to English and Mathematics) will be taken depending upon the chosen course of study at A Level.
- An Entrance Examination Day is held in November of the year prior to entry (depending on availability of places, a late Entrance Test Day may also be held at other times later in the academic year).
- For overseas students, applicants will have an interview (held online) with the Principal or the Principal of Languages and International Students and will take appropriate (usually English and Mathematics) entrance papers. In some instances, additional papers in subjects

chosen for A Level will be sent to determine a candidate's ability to cope with A Level. If a candidate's level of English is considered to be too low, they will not be offered a place in the Sixth Form for A Level study; however, the School may offer a pre-sessional A Level Development Course to pupils prior to embarking on A Level study. This course would normally be for three terms.

Scholarships and Means-tested Bursaries

St Edward's wishes to attract able, gifted and talented pupils to the School through the provision of Scholarships for the mutual benefit of the individual pupil and the school community. As such, a range of Scholarships are available at Year 7 and Sixth Form entry. The Trustees are also committed to broadening access to the School and a limited number of bursaries are offered each year to pupils who would benefit from an education at St Edward's. Further information can be found in the Trust's Remission Policy [here](#)

Admission of Overseas Students

The School welcomes admissions from pupils overseas. However, as a day school, overseas pupils must be in the care of a UK based family or guardian. The School does not organize or arrange the placement of overseas students in the care of UK based guardians. This is typically arranged by a third-party agent.

Tier 4 sponsorship

The School will act as a Tier 4 sponsor for overseas students where necessary. Due to the stringent UKVI regulations around Tier 4 sponsorship, the gathering and checking of documentary evidence is delegated to third party agents. Once the necessary documentation is collected and presented to the School, the School will check it against set criteria in line with the UKVI Tier 4 policy. Students will not be granted sponsorship until it is satisfied that the UKVI criteria has been met.